



City of Auburn

1225 Lincoln Way
Auburn, CA 95603

Phone (530) 823-4211
Fax (530) 885-5508

COMPLAINT FORM

Today's Date: _____ Your Name: _____

Your Address: _____
Street Address City

Your Telephone Number: _____ Your Email Address: _____

You must provide your name, address and current telephone number so the assigned City Department can contact you to verify specific complaint information and/or to obtain further information, if needed. Please understand that our office will NOT give out private information concerning any complainant to anyone, thereby allowing you to remain anonymous (unless it is court ordered). Exemption: You may make an anonymous complaint if the violation is visible from public view.

If you are complaining about an abandoned vehicle on public property including public roadways, please call the City of Auburn Police Department at (530) 823-4237 x220. The Code Enforcement Department only investigates abandoned vehicles which are on private property.

Address for the Complaint / Problem:

Street Address City State Zip

Do you have knowledge of, or have you filed a complaint on this address before? ☐ Yes ☐ No

Please know that during an investigation a letter of violation, notice and order, administrative or criminal citation, inspection warrant and seizure warrant may be necessary to effectively remove the violation.

Complaint Type: Please read the complaint descriptions below and mark as many as apply to your complaint. Additional space has been provided for details that may be helpful for the investigation. Please provide first hand knowledge regarding your complaint.

☐ **VEHICLES**

All vehicles, included recreational vehicles, utility trailers, boats and trailers, etc. must be in operable condition (including current registration). Vehicles must be stored/parked on improved driveways such as asphalt or concrete (some exemptions). This does not apply to vehicles which are located in an enclosed garage. Please describe the vehicle, duration of inoperability and the location in which it rests on the property.

☐ **OBSTRUCTION OF RIGHT OF WAYS**

This includes overgrown vegetation, basket ball hoops, benches, construction materials, etc.

☐ **SIGNS ON PUBLIC/PRIVATE PROPERTY**

The city ordinance addresses many signs, locations, size, colors, etc. and are reviewed and/or approved case by case. Please check the appropriate box that you believe to be a violation.

- ☐ Garage Sale/Lost Pet/Contractor for hire on public property such as a utility pole.
- ☐ Realtor Sign not located on the actual property for sale.
- ☐ Banner/A frame signs in the public right of way or private property.

Signs which are located in the right of way of the state will be forwarded to Cal-Trans.

☐ **JUNK/DEBRIS**

Applies to vehicle parts, machine parts, scrap material, appliances, furniture, household equipment and furnishings, shopping carts, containers, packing materials, scrap metal, wood, plant cuttings, rubbish and debris whether of value or valueless, that is abandoned, discarded or dilapidated.

☐ **GRAFFITI**

- ☐ Private Property
- ☐ Public Property

Graffiti on public property will be handled by Public Works and will be removed by staff or appropriate contractor.

☐ **SUBSTANDARD BUILDING**

The Code Enforcement Department along with the Building Department inspects buildings for issues which include but are not limited to, a collapsed ceiling due to a roof leak, raw sewage, no utilities, fire damage, illegal use of the building and rodent/insect infestation.

☐ **VACANT BUILDING**

The Code Enforcement Department can order the owner and/or bank to clean and board up a building. If imminent danger is found, the city can hire a contractor to secure or remove the hazard.

☐ **WEEDS/RUBBISH**

The Fire Department requires the removal of weeds, dirt, and rubbish accumulations to reduce the ignition, combustion, and spread of fire to property.

☐ **OTHER**

*****OFFICIAL USE ONLY*****

This complaint first goes to:

- ☐ Building Department
- ☐ Public Works Department
- ☐ Community Development Department
- ☐ Code Enforcement Department
- ☐ Fire Department

This form was received by (initials) _____/date _____.

Responsible APN# _____

Code Enforcement Case # _____